

# PART 2 - HOW TO USE THIS TOOLKIT

The suggested use of this plan and toolkit:

1. **Review the background, mission, vision, and justification of the plan**
2. **Become familiar with the 10 Essential Public Health Services**
  - a. Consider how the Core Competencies and 10 Essential Public Health Services frame the individual functions of the LHD and its staff
  - b. Review the 10 Essential Services and Core Competencies Matrix (See Appendix 1)
3. **Become familiar with toolkit contents**
4. **Review applicable skill sets and resource lists** (See Tool C and Tool F)
  - a. Collaborate with your supervisor to identify personal strengths and learning needs
  - b. Develop an individual performance plan (See Tool D)
  - c. Identify needed resources
  - d. Document all activities for personnel file (See Tools C, D, E)
5. **Skill sets check lists should be reviewed by all local health department staff and the designated or appropriate supervisor** (See Tool C)
6. **List of tools**

**Tool A:** Brochures for Job-Specific Public Health Functions (electronic and hard copy)

**Tool B:** Indiana Code and Public Health Functions Tables

**Tool C:** Sample Skill Sets and Templates for Public Health Job Functions  
*(It should be noted that these samples of skill sets are not all-inclusive. These are provided as examples and variations may exist between local health departments. Local health departments are encouraged to develop additional skill sets as needed.)*

**Tool D:** Individual Performance Plan

**Tool E:** Additional Individual Training Log

**Tool F:** Resource List for Public Health Education and Training

**Tool G:** Marketing Plan

**Tool H:** Marketing PowerPoint
7. **Locate and add to resources list to meet individual needs and participate in training** (See Tool F)
8. **Document training for personnel and own personal file** (See Tool E)
9. **Appendices are included for additional resources and educational information**

